

**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT (MVA) NUMBER 18-11**

Also advertised Technician 18-067

OPENING DATE: 05 December 2017

CLOSING DATE: 05 January 2018

UNIT/LOCATION: 115 FW, Madison, WI

POSITION: Personnel Craftsman

MILITARY AFSC REQUIREMENTS: 3F0X1
Must possess advertised AFSC

MINIMUM SKILL LEVEL REQUIRED: 3

AREA OF CONSIDERATION: Open to all eligible to enter AGR program

FILL DATE: TBD

SALARY RANGE: Pay and allowance commensurate with military pay.

MINIMUM GRADE REQUIRED: Amn/E-2

MAXIMUM GRADE AUTHORIZED: MSgt/E-7

MAXIMUM GRADE AVAILABLE: MSgt/E-7

MINIMUM QUALIFICATION REQUIREMENTS

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW AFI 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date.
2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.
6. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.
7. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.

4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.

5. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.

Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory, and ability to operate a keyboard at a minimum rate of 25 words per minute (WPM).

Experience. The following experience is mandatory for award of the AFSC indicated:

3F051. Qualification in and possession of AFSC 3F031 and completion of all core and duty position tasks.

3F071. Qualification in and possession of AFSC 3F051 and completion of all core and duty position tasks.

The following are mandatory as indicated:

For entry into this specialty:

For award and retention of these AFSCs, the following are mandatory:

Must maintain local network access IAW AFMANs 17-1201, *User Responsibilities and Guidance for Information Systems* and 17-1301, *Computer Security*.

Must maintain eligibility to access personnel data systems.

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a brief detailed statement must be provided in the Application Cover letter to justify their absence. **Failure to include justification in cover letter will result in disqualification of Application.**
- ☐ NGB Form 34-1 (Application for AGR Position) dated November 2013 (**must be signed and dated**); if applicable attach a sheet explaining any "yes" answers to section IV. If using the Pure Edge NGB 34-1; please note you must date the form first then digitally sign for the date to show on the form.
- ☐ Personnel Records Review RIP, complete and current. Other Service Components submit appropriate individual personnel information printout.
- ☐ Current military members must submit annual (within 12 months) service component fitness testing results. Civilians must submit documentation from physician indicating height and weight. Must be dated within 30 days of job announcement closing date.
- ☐ FITNESS TEST **EXCELLENT** or **Medical exemption**: All airmen will test by the last day of the month, 12 calendar months following the previous **EXCELLENT** test or on a permanent medical profile and declared medically incapable of performing one or more components of the FA and achieve a composite score of 90 or above on the remaining components in order to test on a 12-month currency cycle.
- ☐ FITNESS TEST **SATISFACTORY**: All airmen scoring a **SATISFACTORY** on their FA must complete an official FA at a minimum of twice per year. Airmen with a current SATISFACTORY FA will test by the last day of the month, six calendar months following the previous SATISFACTORY test.
- ☐ FITNESS TEST **ANG TITLE 32**: All airmen on **ANG Title 32** must complete an official FA at least annually and must be tested by the last day of the month, 12 calendar months more following the previous SATISFACTORY test, even if the administered test included one or more component exemptions.
- ☐ FITNESS TEST **WALK**: Airmen who take the walk test, and who are not on a permanent aerobic exemption, are ineligible to take the FA on an annual basis and will test by the last day of the month, six calendar months following the previous SATISFACTORY test.
- ☐ Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable.
- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.*

**The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for *Equal Employment Opportunity reporting. We do not use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.*

- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application to ng.wi.wiamg.mbx.j1-internet-feedback@mail.mil An email will be sent to confirm receipt of application.

***Note: This is not an automated email. When the AGR Staffing NCO pulls the email from the inbox, she/he will manually send a confirmation email. This will not always occur on the same day you send your application.**

2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Air Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Please do not submit application packets in three-ring binders, staple pages together, or copy front-to-back. Individuals may call before job-closing date to ensure the application was received.

3. **J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3718 DSN 724-3718 or e-mail Ng.wi.wiamg.mbx.j1-internet-feedback@mail.mil